

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
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MILLINGTON, TENNESSEE 38054-5005

CEFC-R

19 January 2000
(Revised)

USACE FINANCE CENTER INTERNAL POLICY GUIDE: UFC 98-105

SUBJECT: OVERTIME

1. **Purpose.** This guide outlines the policy and procedures for requesting overtime in the USACE Finance Center (UFC). This guide applies to all employees assigned to the UFC.
2. **Approving Officials.** Authority to review, recommend and approve overtime requests has been delegated to the following:
 - a. Division-level or Branch-level supervisors are responsible for reviewing and recommending approval/disapproval of the requests to the Deputy Director.
 - b. Deputy Directors (or their designated alternates) are responsible for approving overtime requests.
 - c. The Director, UFC will review and approve requests for special staff assigned to the Office of the Director as well as all Deputy Directors.
3. **General.** As a general rule, overtime work means each reportable increment of time in excess of eight hours in a day or in excess of forty hours in an administrative workweek that is officially ordered, approved by management and is performed by an employee. It is work that is not part of an employee's regularly scheduled administrative workweek and for which an employee may be compensated. **Employees should have overtime requests approved before any overtime hours are worked.** Employees cannot work overtime in the same administrative workweek that they have taken or scheduled annual leave unless the annual leave was the result of an emergency, or unless the need for overtime was not known until after the leave was taken.
4. **Eligibility.** Employees who are non-exempt under the Fair Labor Standards Act (FLSA) must receive overtime pay unless they request compensatory time off in lieu of payment. Exempt employees paid at the rate of GS-10/Step 1, and below, receive overtime compensation or compensatory time off by choice. Those paid at a rate that exceeds the rate of GS-10/Step 1 may receive overtime compensation or compensatory time off; however, management makes the

determination. Employees whose rate of basic pay is in excess of the minimum rate for GS-10 are strongly encouraged to take compensatory time off in lieu of overtime pay. This does not apply when the employee is non-exempt under FLSA and the overtime is derived from FLSA provisions.

5. **Procedures.**

a. Each employee will request overtime through their supervisory chain. Requests will be initiated using the Overtime Reporting System (ORS). **Detailed instructions for using this application are attached.**

b. After the overtime request has been entered, the applicable Division level or Branch level supervisor will receive an email notification that a request is pending review. The Division Chief, utilizing the ORS application, will review the request and electronically certify that work cannot be rescheduled or reassigned in order to meet mission deadlines.

c. After the overtime request has been reviewed, the applicable Deputy Director will receive an email notification that a request is pending approval. The Deputy Director will electronically record his approval using the ORS application.

d. Upon completion of overtime, the employee will annotate their time and attendance worksheet with the actual overtime hours worked.

e. Timekeepers will use the ORS application (Timekeeping Reporting screen) to verify that overtime worked had been approved. If actual overtime hours worked by an employee exceed the hours approved on the Timekeeping Report, the employee must submit a request for the additional hours in the ORS application.

6. **Management Review.** Division Chiefs and Deputy Directors may request a DCPS Overtime/Compensatory Usage Report or Overtime/Compensatory Time Review Report from the Customer Service Representative. While cyclic workload most often justifies the proper use of overtime, periodic review of requested hours versus actual hours worked should be performed to isolate instances of routine, non-critical use of overtime.

7. **Changes**. This policy letter will be maintained on the UFC homepage. Changes will be made as needed to maintain current policy. POC for this policy guide is James Greene, x 8405.

FOR THE DIRECTOR:

A handwritten signature in black ink, appearing to read "James R. Greene".

Encl

JAMES R. GREENE
Deputy Director of Administration
USACE Finance Center

OVERTIME REQUEST DATA ENTRY INSTRUCTIONS

1. To access the system double click the INET (USACE Castle) ICON on your desktop.
2. Overtime Request System screen will appear.
3. Type in USERID (t0rmfxxx).
4. Tab to Select the Overtime Date, select date you plan to work the overtime by clicking down arrows to applicable dates.
5. Tab to Method of Compensation, click on down arrow to select overtime, holiday (worked) or compensatory.
6. Tab to Regular Shift; click down arrow to select your shift.
7. Tab to Requested; mark overtime, holiday or compensatory time.
8. Tab to Leave Scheduled During This Overtime Pay Period, click down arrow to select Yes/No.
9. Tab to Justify Your Request input data.
10. Select **Submit Form**.
11. **Notes:** Employees can not delete an overtime request submitted; only reviewers/approvers are able to delete a request. Actual hours are recorded on timesheet only.
12. Timekeeper Reports: Type in USERID and enter, select Timekeeping in the Overtime Que screen, select the fields to review/print, and select **Submit Query**. **Note:** only 4 weeks of data will be stored (2 pay periods), there is no archiving available.

OVERTIME REVIEW AND APPROVE REQUEST INSTRUCTIONS

1. When an employee has submitted an overtime request you will receive an e-mail message stating "there are overtime requests that need your attention Click Here". Select Click Here, it will take you to the Overtime Que screen. Another way to access the overtime system, follow paragraphs 1 through 3 above. Reviewers will be taken to a "Review" page and approvers will be taken to a "Approve" page.
2. You will see requests categorized where you are the "Primary", "Alternate", or both. The request can be marked reviewed, approved, or denied individually or they can be marked reviewed or approved in one step by clicking on the "Mark All Reviewed" or "Mark All Approved" button below each section. Requests can only be "Marked Denied" on an individual basis.
3. Reviewers and approvers have access to run "Reports". Select the fields to review/print and select **Submit Query**.
4. All approvers are also reviewers; you will see a button on the "Approve" page labeled "Review". This button will take you to a "Review" page; this will take you to where you are the appropriate reviewer. After marking the request reviewed, the approver can then click the approve button and return to an "Approve" page.
5. When all requests have been completed the message "The Que is Empty" will be displayed in the Overtime Que screen.